

Frequently Asked Questions (FAQs) about DOE 2.7, Employee Health and Safety Records

INTRODUCTION

1. What is the purpose of DOE 2.7?

DOE 2.7 is written in the same format as GRS 2.7, which provides disposition authority for records created and received related to employee health and safety functions that are not covered by GRS 2.7. Refer to current DOE records disposition schedules for all other Safety and Health records, including those related to worker protection. A new mission related schedule (Environmental, Safety, Health and Quality Program Records) is being created to cover these records.

2. From whom may I request more information about this schedule?

You may contact the DOE Records Disposition Schedule Technical Team at DOERM@hq.doe.gov with questions about this schedule.

15. How does DOE 2.7 differ from the old DOE Administrative Schedule and what Administrative Schedules are still to be utilized until superseded?

DOE 2.7 documents the new DOE records disposition schedule items that can be utilized due to NARA's flexible retention, which allows DOE to utilize a longer retention. Additionally, current DOE records disposition schedules with a DOE authority are listed to ensure proper scheduling until superseded by a NARA approved records disposition schedule. There are also DOE records disposition schedule items that have been superseded by GRS items and DOE records disposition schedule items that have been rescinded. DOE 2.7 will be updated once DOE receives NARA approval on the new records disposition schedule items.

Medical

- Item 010 – Clinic Scheduling Records

Consolidated five (5) DOE records disposition schedule items into one (1) utilizing disposition authority for GRS 2.7, item 010, which allows for longer retention. Clinic Scheduling Records (Federal and contractor) records are needed to support various departmental Health and Safety Programs. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	20b	75 years	N1-434-98-4, item 20b
ADM 1	20.1a	3 months	N1-434-89-1, item 4c(1)
ADM 1	20.1b	75 years	N1-434-98-4, item 20.1b
Las Vegas Contractor Schedule 1		3 months	N1-434-92-4, item 17a
		2 years	N1-434-92-4, item 17b

Note: Remains under EPI Moratorium until DOE lifts the hold.

- Individual Medical Case File (Federal and Contractor)

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	19	75 years	N1-434-98-4, item 19
ADM 1	21b	75 years	N1-434-98-4, item 21b
ADM 1	21.1a	75 years	N1-434-89-1, item 4a
ADM 1	21.1b	75 years	N1-434-98-4, item 21.1b
Uranium Mill Tailings Remedial Action (UMTRA) Project		75 years	N1-434-98-1, item 12a (in part)
		75 years	N1-434-98-1, item 12b (in part)

- Deteriorating Medical X-rays

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	21d	Immediately after notification	N1-434-01-1, item 1

- Individual Employee Medical X-rays

A new DOE records disposition schedule item is being created to address medical film x-rays, where the x-ray report is maintained in the Individual Medical Case File.

Occupational Health

- Item 100 – Occupational Injury and Illness Program Records

Consolidated three (3) DOE records disposition schedule items, one (1) in part, utilizing disposition authority for GRS 2.7, item 020, which authorizes use of longer retention. Occupational Injury and Illness Program records are needed to support various departmental Health and Safety Programs. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	34	75 years	N1-434-98-4, item 34
Las Vegas Contractor Schedule 1		5 years	N1-434-92-4, item 27

Uranium Mill Tailings Remedial Action (UMTRA) Project	75 years	N1-434-98-1, item 20b (in part)
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- Individual Employee Personal Injury Case File

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	31	75 years	N1-434-98-4, item 31 (in part)
Las Vegas Contractor Schedule 1		75 years	N1-434-92-4, item 26 (in part)
Uranium Mill Tailings Remedial Action (UMTRA) Project		75 years	N1-434-98-1, item 20b (in part)

- Personnel Radiation Exposure Film Badge Records

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	21.5	75 years	N1-434-96-4, item 1

- Individual Employee Health Hazard Case Files (Employee Exposure Records)

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	21.2c	75 years	NC1-430-76-9, item 5c (in part)
ADM 1	21.4a	75 years	NC1-430-76-9, item 4b(1)
ADM 1	21.4b	75 years	NC1-430-76-9, item 4b(2)
ADM 1	21.4c	75 years	NC1-430-76-9, item 4b(3)
ADM 1	21.4d	75 years	NC1-430-76-9, item 4b(4) (see Note 2)
ADM 1	21.4e(1)	75 years	NC1-430-76-9, item 4b(5)(a)
ADM 1	21.4e(2)	75 years	NC1-430-76-9, item 4b(5)(b)
Uranium Mill Tailings Remedial Action (UMTRA) Project		75 years	N1-434-98-1, item 12a (in part)
		75 years	N1-434-98-1, item 12b (in part)

- Radiation/Industrial Hygiene Investigations and Summaries (including Bioassay)

Continue to utilize the following until superseded:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	21.2c	75 years	NC1-430-76-9, item 5c (in part)
ADM 1	21.3a(3)	1 year	NC1-430-76-9, item 4a(3)
ADM 1	21.4.1	1 year	NC1-430-76-9, item 4b(5)c
ADM 1	22	75 years	N1-434-98-4, item 22
Las Vegas Contractor Schedule 1		2 years	N1-434-92-4, item 18

16. Items Cross-Walked to GRS 2.7:

- Item 090 – Employee Assistance Program (EAP) Counseling Records – Records Related to Employee Performance or Conduct

Cross-walked three (3) DOE records disposition schedule items, all in part to GRS 2.7, item 090 if related to employee performance or conduct. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 21a (in part)
		3 years	N1-434-92-4, item 21b (in part)
		Obsolete/ superseded	N1-434-92-4, item 22 (in part)

- Item 091 – Employee Assistance Program (EAP) Counseling Records – Records Not Related to Performance or Conduct

Cross-walked three (3) DOE records disposition schedule items (in part) to GRS 2.7, item 091 if not related to employee performance or conduct. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 21a (in part)
		3 years	N1-434-92-4, item 21b (in part)
		Obsolete/ superseded	N1-434-92-4, item 22 (in part)

- Item 100 – Employee Drug Testing Plans, Procedures, and Scheduling Records

Cross-walked two (2) DOE records disposition schedule items to GRS 2.7, item 100. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 30a
		3 years	N1-434-92-4, item 30c

- Item 110 – Employee Drug Test Acknowledgement of Notice Forms

Cross-walked one (1) records disposition schedule item to GRS 2.7, item 110. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		Employee Separation	N1-434-92-4, item 30b

- Item 120 – Employee Drug Testing Specimen Records

Cross-walked two (2) DOE records disposition schedule items to GRS 2.7, item 120. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 30d(1)
		3 years	N1-434-92-4, item 30d(2)

- Item 130 – Employee Drug Test Results – Positive Results

Cross-walked two (2) DOE records disposition schedule items, one in part to GRS 2.7, items 130 if for positive test result, with a decreased from 5 years to 3 years. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
ADM 1	36e(1)	5 years	N1-434-98-4, item 36e(1)
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 30e (in part)

- Item 131 – Employee Drug Test Results – Negative Results

Cross-walked one (1) DOE records disposition schedule item, in part to GRS 2.7, item 131 for negative test results. Previously:

Schedule No.	Item No.	Retention	Disposition Authority
Las Vegas Contractor Schedule 1		3 years	N1-434-92-4, item 30e (in part)

17. What updates has DOE made to the GRS?

Notes have been added to the following GRS 2.7 items to assist the RM community in ensuring the proper schedule and retention is utilized and to ensure records are not prematurely destroyed.

- Item 010 – Clinic scheduling records

Item has been struck out with a note to utilize DOE 2.7, item 010, Clinical Scheduling Records (Occupational and Non-Occupational).

- Item 020 – Occupational Injury and illness program records

Item has been struck out with a note to utilize DOE 2.7, item 100, Occupational Injury, and Illness Program records.

- Item 030 – Occupational health and safety training records

A note was added to address Exclusion 2 to utilize ADM 1.29b, ADM 1.29.1a(1), ADM 1.29.1a(2), DOE 1.29.1a(3), ADM 1.29.1a(4), ADM 1.29.1b, N1-434-92-4, items 24a(1) (in part), 24a(2) (in part), 24a(3) (in part), 24a(4) (in part), and 24b(1) until superseded.

- Items 040, 041, 042 and 043 - Workplace environmental monitoring and exposure records

Items have been struck out with a note to continue to utilize ADM 1.21.2c (in part), ADM 1.21.4a, ADM 1.21.4b, ADM 1.21.4c, ADM 1.21.4d, ADM 1.21.4e(1), ADM 1.21.4e(2), N1-434-98-1, items 12a (in part) or 12b (in part) until superseded.

- Item 050 – Safety Data Sheets (SDS)

The disposition instructions have been updated to include a DOE Business Use of Destroy 75 years after substance removed from service has been added. A note to address the exclusions was added to utilize ADM 1.21.2c, ADM 1.21.4a, ADM 1.21.4b, ADM 1.21.4c, ADM 1.21.4d, ADM 1.21.4e(1), ADM 1.21.4e(2), N1-434-98-1, item 12a (in part) or N1-434-98-1, item 12b (in part) until superseded.

- Items 060, 061, and 063 – Occupational individual medical case files

Items have been struck out with a note to continue to utilize ADM 1.19, ADM 1.21b, ADM 1.21.1a, ADM 1.21.1b, N1-434-98-1, items 12a (in part) or 12b (in part) until superseded.

- Item 070 – Non-occupational individual medical case files

A note was added that if occupational are maintained with non-occupational health records, to continue to utilize ADM 1.19, ADM 1.21b, ADM 1.21.1a, ADM 1.21.1b, N1-434-98-1, item 12a (in part) or 12b (in part) until superseded.

- Item 091 – Employee Assistance Program (EAP) counseling records

EPI was added to ensure these are maintained under the epidemiological hold until DOE releases the hold.

18. Why are you removing items that were in the old DOE Administrative Schedule?

N/A